



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Annual Policy Review

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**Date and Time**

Tuesday January 8, 2019 at 7:00 PM

**Location**

Wicks - 123 Pleasant St, Marblehead, MA 01945

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**Committee Members Present**

David Hausler, Jeff Barry, Jen Jewell, Jeremy Bumagin, Karl Smith

**Committee Members Absent**

*None*

**Committee Members who arrived after the meeting opened**

Jen Jewell, Jeremy Bumagin

**Guests Present**

Julie Santosus, Rudi Herve

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**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

Karl Smith called a meeting of the Finance Committee of MCCPS Board of Trustees to order on Tuesday Jan 8, 2019 at 7:10 PM.

## **II. Policy Review - previous comments and existing documents**

### **A. Review existing policy document**

The group reviewed the printed document where mark-up highlighted some areas for discussion / open questions from the prior year.

Julie Santosus inquired as to the existence of a confidential hotline or unanimous tip-line for potential policy violations. As a follow-up item, the team would look into how other public schools and / or charter schools receive communications / whistle blower complaints.

The group will consider the best available options and look to implement them.

The use of Debit cards attached to three accounts was reviewed in detail. Jeff explained the approach and noted the section of the policy should be revised to reflect the current process. The group agreed, maintaining a high-level policy and use of an appendix for specifics, is preferred.

Any GASB updates (to be confirmed with outside auditors) will be updated if needed.

Other various discussions ensued. It was agreed that certain areas were ok as is, but may need updates when and if circumstances change.

Jeremy Bumagin arrived.

### **B. Review previous comments from prior year**

Jen Jewell arrived.

Jen Jewell noted that the latest Revenue recognition audit standard may have an impact to the school, but any updates should have been reflected within the annual statements from the auditors.

Jeff noted there may be more research required with the MTRS and taxation aspects.

## **III. Other Business**

### **A. Discuss and review proposed updates and changes to policy documents**

Various other areas were reviewed and commented on by the group.

The next steps are to assemble the updates and changes, reflect the results of any research areas, and re-distribute the policy for the next meeting.

If completed, the group would then approve the updated policies for final review and approval by the Board.

## **IV. Closing Items**

### **A.**

### **Adjourn Meeting**

Karl Smith made a motion to adjourn the meeting.

Jeff Barry seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

Karl Smith